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Transportation

**REUSABLE CONTAINER MANAGEMENT
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 24-2, *Preparation and Movement of Air Force Materiel*, and AFM 67-1, *USAF Supply Manual*, Volumes I and II. It outlines functional responsibilities for recovery, retention, reuse, replacement, and disposal of reusable containers. It also establishes the Base Reusable Container Council. It applies to the 374th Airlift Wing (374 AW) and to all attached and tenant organizations that receive, store, issue, or turn in government property.

SUMMARY OF REVISIONS

Updates all organizational designations and symbols throughout the text. Deletes material already covered in other publications. A bar (|) indicates revision from the previous edition.

1. The 374th Logistics Group Commander (374 LG/CC). This officer will be the Base Reusable Container Program Manager, chair the meeting of the Base Reusable Container Council as deemed necessary, and provide guidance as needed to ensure the Base Reusable Container Program remains a highly visible working program.

2. Base Reusable Container Council. This council will be composed of 374 LG/CC (Chairperson), Traffic Management Officer (374 TRNS/LGTT), Noncommissioned Officer in Charge (NCOIC) of the Packaging and Preservation Element (374 TRNS/LGTTCP), and all appointed unit reusable container program monitors or alternates. The minutes of the meetings will be published by 374 LG/CC and distributed to all council members.

3. The Traffic Management Officer (374 TRNS/LGTT). This officer will:

3.1. Act as office of primary responsibility (OPR) for the program and designate the NCOIC, 374 TRNS/LGTTCP, as the Base Reusable Container Monitor.

3.2. Monitor the program's effectiveness and identify program abusers to 374 LG/CC.

3.3. Provide advisory service to using activities on the care, control, identification, and storage of reusable containers.

3.4. Periodically check inbound shipments in the Base Supply Receiving Element (374 SUPS/LGSDR) to ensure Special Packaging Instruction (SPI) markings are being applied to reusable containers by other shipping activities. Violators will be notified by submission of Standard Form 364, **Report of Discrepancy**, with an information copy sent to Headquarters, Pacific Air Forces, Traffic Management Division (HQ PACAF/LGTRT).

3.5. Ensure items are not accepted for shipment without the required reusable container, unless accompanied by a completed AF Form 451, **Request for Packaging Service**, per AFI 24-202, *Preservation and Packing*.

3.6. Ensure items being processed for shipment to the Defense Reutilization and Marketing Office (DRMO) are removed from reusable containers and repackaged using sound packaging materials. Reusable containers are recovered and turned in to the reusable container storage area.

4. NCOIC, Packaging and Preservation Element (374 TRNS/LGTTCP). This NCOIC will:

- 4.1. Inspect all unit reusable container storage areas quarterly.
- 4.2. Determine the adequacy of housekeeping of the storage area and of protection and control of all on-hand containers.
- 4.3. Identify unserviceable containers to the unit monitor for disposal action.
- 4.4. Identify excess containers to the unit monitor for transfer to the base storage area in Base Supply. Base Supply will report these excess containers per AFM 67-1, Volume II, Part One, Chapter 4.

5. The Chief of Supply (374 SUPS/LGS). This officer will:

5.1. Designate the Flight Service Center (374 SUPS/ LGSCR) as responsible for receiving, storing, and managing excess reusable containers.

5.1.1. Ensure SPI numbers are not removed or obliterated from reusable containers.

5.1.2. Ensure 374 SUPS/LGSCR personnel devise and update a listing of reusable containers and distribute a copy to 374 TRNS/LGTTCP and 374 SUPS/LGSDR semiannually.

5.2. Ensure items are issued in the correct reusable container.

5.2.1. Ensure warehouse personnel are trained to identify the SPI number on the property and the DD Form 1348-1, **DoD Single Line Release/Receipt Document**, or DD Form 1348-1A, **Issue Release/Receipt Document**. Stamp all copies of documents "NO REUSABLE CONTAINER ISSUED" if you did not receive a container or if you received an improper container.

5.2.2. Ensure 374 SUPS/LGSCR and LGSDR personnel cross-reference the SPI number on the DD Form 1348-1 or -1A with the SPI number on the reusable container. During post-post or off-line processing, use the SPI Reconciliation Listing (S02) or the TPO/SPI Indicator List (L31) for verification.

5.3. Ensure the DD Form 1348-1 or -1A, Block GG, is stamped "NO REUSABLE CONTAINER RECEIVED" when property is received from other bases or Air Logistics Centers without a reusable container or with an improper container. Ensure warehouse personnel (i.e., 374 SUPS/LGSCR,

LGSDR, and Inspection Element [LGSDI]) prepare the Standard Form 364 in accordance with AFR 400-54, *Reporting of Item and Packaging Discrepancies* (to be AFJI 23-215).

5.4. Ensure 374 SUPS/LGSCR personnel do not accept turn-ins without a reusable container or AF Form 451.

5.5. Ensure Aircraft Parts Store (374 SUPS/LGSCX) and Storage and Issue Element (374 SUPS/LGSDS) personnel initiate fabrication of reusable containers for in-stock property.

5.6. Ensure 374 SUPS/LGSDR personnel are trained in identifying reusable containers and know where reusable container numbers are located on the DD Forms 1348-1 and -1A

5.7. Immediately prepare the Standard Form 364 for items received from other bases and Air Logistics Center without required reusable containers.

6. Host and Tenant Unit Commanders. They will:

6.1. Familiarize themselves with the purpose, goals, and importance of the reusable container program as outlined in AFI 24-202.

6.2. Appoint a unit reusable container program monitor and alternates for their respective units. Memorandums of appointment will be send to 374 LG/CC with information copies to 374 TRNS/LGTTCP. Memorandums must contain the name, grade, duty phone, organization and office symbol, date eligible for return from overseas (DEROS), and location of reusable container storage areas.

7. Unit Reusable Container Program Monitors and Their Alternates. They will:

7.1. Be responsible for the maintenance and storage of all reusable containers on hand.

7.2. Be familiar with AFI 24-202/PACAF1, *Preservation and Packing*, and this instruction and able to address issues of the program.

7.3. Attend the meetings of the Base Reusable Container Council.

7.4. Act as the unit focal point concerning reusable containers, propose changes to the council, and seek assistance from 374 TRNS/LGTTCP, as required.

7.5. Arrange for turn-in of reusable containers when no longer needed by the unit.

7.6. Arrange for local disposition of reusable containers identified as unserviceable during quarterly joint inspections.

7.7. Designate and mark an area for reusable container storage. Ensure it is clean, adequately lighted, and suitable for the volume anticipated. Store containers on shelves or pallets to permit easy identification and access. Containers stored outdoors must meet the same standard and must be protected from inclement weather.

8. Using Activities. They will:

8.1. Ensure items received from supply stock are stored in the original container. Carefully open the containers to prevent undue damage.

8.2. Upon receipt of an item from supply stock, attach a copy of the DD Form 1348-1 to the container to identify the item requiring a container.

- 8.3. For items requiring but not having the appropriate container, or no container accompanying the issue, attach a copy of the issue document to the AF Form 451 to submit during the turn-in process.
- 8.4. Initiate the AF Form 451 and complete blocks 1, 2, and 4 through 14. 374 TRNS/LGTT personnel will complete blocks 3, 15, and 16 per AFI 24-202/PACAF1.
- 8.5. Ensure all items requiring reusable containers to be built or repaired have a properly completed AF Form 451 signed by the element chief.
- 8.6. Ensure built or repaired containers are picked up within 2 workdays of notification.
- 8.7. Ensure items are clean and properly purged before turn-in to prevent damage to containers and cushioning from leakage of fluids.
- 8.8. Ensure special container markings are not removed from reusable containers.

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